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The New Jersey Tenant Action Handbook can be used as a training manual for community action workers, as a reference book for housing employees and volunteers, and as a guide for tenants living in low-income areas. It tells what the law in New Jersey can make an apartment house landlord or a tenant do, which housing problems can be solved by tenant action, how to start and carry out a tenant action program, when not to start one, and which agencies to contact for action or for help. There is a list of New Jersey community action organizations and of New Jersey public housing authorities. Apartment house problems that can be corrected by tenant action are described. (aj)

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TENANT

ACTION

New Jersey Community Action Training Institute

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**A NEW JERSEY TENANT ACTION HANDBOOK** can be used as a training manual for community action workers, as a reference book for housing employees and volunteers and as a guide for tenants living in low-income areas.

It was written and published by the New Jersey Community Action Training Institute, a non-profit corporation that is developing the first statewide training program for people involved in anti-poverty activities. The Institute is supported by the United States Office of Economic Opportunity.

The Handbook was distributed in draft on June 7, 1966, at the Governor's Conference on Poverty and Housing, organized by John C. Bullitt, Director of the New Jersey Office of Economic Opportunity. It was then tested in several New Jersey communities by the New Jersey Community Action Training Institute.

THE HANDBOOK is modeled after a publication called "Tenant Action," written by Robert Stover, and published by the Architect's Renewal Committee in Harlem, Inc. (ARCH).

**New Jersey Community Action Training Institute  
Henry P. Kennedy, Chairman of the Board  
Barry A. Passett, Director  
413 West State Street, Trenton, New Jersey 08618  
609-392-4111  
July 1966**



## WHAT IS A NEW JERSEY TENANT ACTION HANDBOOK?

THOUSANDS of people in New Jersey live in old, broken down, worn out and often dirty apartment houses. They have housing problems that **FORCE** them to live unhappy, unhealthy and dangerous lives.

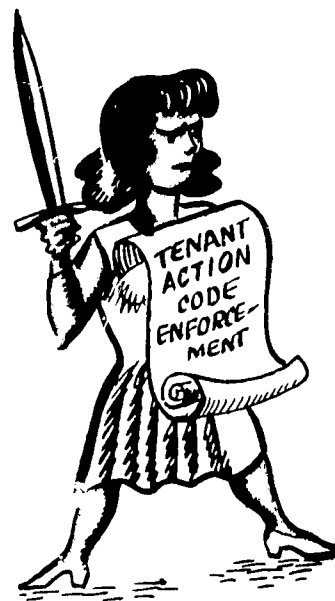
MANY OF THEM DO NOT KNOW THAT THERE ARE LAWS IN NEW JERSEY THAT CAN GET SOMETHING DONE ABOUT THESE PROBLEMS. If you are one of these people, this Handbook is for YOU.

### YOU HAVE A SERIOUS HOUSING PROBLEM THAT CAN BE SOLVED IF . . .

- . . . you have rats, mice or cockroaches in your apartment.
- . . . you see bugs scatter when you turn on a light.
- . . . you have uncovered garbage in the halls or yard of your building and if all of your garbage cans do not have lids.
- . . . your apartment or building has broken windows, loose or falling bricks, broken or missing stairs, no hand rail.
- . . . you do not have enough working toilet facilities.
- . . . your halls do not have enough light or need repair.
- . . . your apartment does not have any or enough heat or hot water.
- . . . you cannot lock your front and/or back door.

...OR IF YOU HAVE ANY HOUSING PROBLEMS  
LISTED ON THE BACK COVER.

## WHAT IS TENANT ACTION?



When a tenant or a group of tenants **DO** something to solve their housing problems, they have taken tenant action.

**THIS HANDBOOK** is a Guide to Tenant Action. It tells you:

- . . . what the law in New Jersey can make an apartment house landlord or a tenant do,
- . . . which housing problems can be solved by tenant action,
- . . . how to start and carry out a tenant action program, and when you should **NOT** start tenant action.
- . . . which agencies to go to for action or for help.

**FOLLOW THE ACTION STEPS OUTLINED IN THIS HANDBOOK. IT CAN COST YOU NOTHING TO MAKE A BETTER NEIGHBORHOOD FOR YOU, YOUR FAMILY AND YOUR CHILDREN.**

"To me, there is nothing more fundamental for a man to have than a decent home for himself and his family. New Jersey is not so poor, and this country is not so backward that a 'decent home in A SUITABLE LIVING environment for every American family' cannot be an attainable goal—and soon."

Governor Richard J. Hughes  
New Jersey Conference on Poverty & Housing  
June 7, 1966

## THE LAW

THERE ARE LAWS IN NEW JERSEY that can FORCE a landlord to make repairs, . . . to provide good services . . . to keep his building clean . . . to stop charging too much rent.

A STATE MODEL HOUSING CODE spells out the LEAST landlords and tenants must do to make and keep apartments safe and sanitary. But this code is only a sample for cities to follow. NOT ALL cities in the State have used it. Many that have codes do not enforce them adequately.

A NEW JERSEY TENEMENT HOUSE LAW was passed more than 60 years ago to make sure that buildings where more than two apartments were rented or leased would be safe.

A 1966 AMENDMENT TO THE FAIR HOUSING LAW makes it illegal for a landlord to refuse to rent an apartment or a house because of a tenant's color, creed, nationality, age or ancestry. A 1966 LAW enables any city to enact rent control, to assure that landlords do not charge too much rent for unsafe and unsanitary apartments.

THESE LAWS can be used by ANY tenant to make his apartment, his home a safer, healthier place to live. All of the information in the first part of this Handbook is based upon these laws. The second part tells tenants HOW TO USE the laws.

## WHAT DOES THE LAW REQUIRE OF AN APARTMENT HOUSE LANDLORD?

### Cleaning:

A landlord must keep the inside and outside of his building clean. He must clean or paint the walls and ceilings of the apartments when they become worn out, soiled or stained. But the tenant is responsible for keeping his own apartment or room clean.

### Garbage and Rubbish:

A landlord must supply at least one garbage can with a tight fitting cover for each apartment in the building. Garbage cans must be made of metal or some other waterproof material—not paper or cardboard. There must be enough garbage cans to hold all of the rubbish until it is collected. If there is no regular collection by the city, the landlord should arrange for the garbage and rubbish to be picked up at his building.

### Heat:

A landlord must be sure that the heating facilities in the building are safe and in good working order. The heating units should be able to heat all rooms in the building to at least 70 degrees Fahrenheit when the temperature is zero outside.



## THE LAW AND THE LANDLORD



### Plumbing:

Every apartment **MUST** have a kitchen sink, a flush toilet, a wash basin, a bathtub or a shower that is available only to the family living in the apartment. Every sink, toilet, bathtub or shower **MUST** have hot water that is at least 120 degrees Fahrenheit. All plumbing facilities should be connected to both hot and cold water lines and kept in good working condition.

### Stairways:

A landlord must keep all inside and outside stairways safe and in good condition. Every stairway having three or more steps must have a rail or banister.

### Janitor:

Every apartment building with more than six separate apartments must have a janitor.

### Lighting:

Every rented apartment must have electricity. All electric wiring and equipment in the building must be kept in safe and good working condition.

Every room must have at least two separate electrical outlets—two wall outlets or a ceiling fixture and a wall outlet.

All public parts of the apartment building must have natural or artificial light at all times. This includes the halls, stairs, landings, cellars, utility and furnace rooms.

### Repairs—Maintenance:

A landlord must keep the entire building in good repair. This includes the inside, outside, roofs, sidewalks, courtyards, halls, stairs, tenant's apartments, doors, roofs, porches, foundations, balconies, windows and other parts.

All services must be supplied continuously. They must not be shut down, turned off or stopped—except for emergencies authorized by Public Service or temporarily for repairs or alterations. If the electricity goes off or the water stops running, the landlord **MUST** take immediate steps to fix it.

### Window Screens:

Every window that can be opened in every apartment must have a screen that fits properly from May 1 to October 1 of every year. Landlords must fix broken screens.

### Bugs, Rats, Insects, Mice:

A landlord must keep rats, mice, insects and bugs out of every apartment. If they do appear in an apartment, the landlord has to supply exterminating services and then make sure that the building is made rat and insect-proof.

## THE LAW AND THE LANDLORD

### Space:

Every apartment must have 150 square feet of floor space for the first person and at least 100 more square feet for every additional person living there.

### The number of people living in an apartment

### The apartment must be at least

One	150 square feet
Two	250 square feet
Three	350 square feet
Four	450 square feet

### Sleeping Space:

Every bedroom in an apartment **MUST** have 70 square feet for the first person sleeping there and an additional 50 square feet for each additional person sleeping there.

No room may be used for sleeping if it is in a basement with the floor  $3\frac{1}{2}$  feet above the level of the ground. If the floor is higher, only basement rooms that have been damp-proofed can be used for sleeping.

### Grounds & Lawns:

A landlord must keep lawns, hedges and bushes trimmed. He cannot let them become overgrown.

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## THE LAW & THE TENANT

### WHAT ARE YOUR LEGAL RESPONSIBILITIES AS A TENANT?

#### Property Damage:

If you, members of your family or your visitors purposely break or damage the landlord's property, you must repair it or pay for it. You are not responsible for wear and tear from normal use.

#### Examples:

A child visiting you marks up the walls of your apartment. The landlord does not have to repaint your walls.

If the kitchen wall near your stove gets dirty and smoky, the landlord does have to paint the wall.

#### Cleaning:

It is up to you to keep your own apartment clean. No dirt or food should be left around to attract rats, mice or insects. You should keep kitchen sinks and other drains clean.

You should not leave garbage or trash in the halls or on the sidewalk around the building. Put it into a container.

## THE LAW AND ROOMING HOUSES

A lodging or rooming house is a building in which one or more persons rent one or more rooms that do not have cooking facilities.

Some apartment house rules given on the previous pages also apply to rooming or lodging houses. There are also special rules for these buildings:

#### Garbage and Rubbish:

Landlords must provide garbage and rubbish containers for each unit in a rooming house. They must be located outside the unit.

#### Toilets, Washing Facilities:

Landlords must have at least one toilet, one wash basin, one bathtub or shower for every eight people in a rooming house. Tenants must be able to reach these facilities without passing through rooms that other people live in. Also, the facilities must be located no farther than one floor above or below all the units using them.

#### Space:

Every room in a rooming house that is used for sleeping must have at least 80 square feet for the first person and an additional 60 square feet for each additional person.

## HOW TO START TENANT ACTION



### WHO CAN START A TENANT ACTION PROGRAM?

A group of tenants, civic groups, a CAP or any community action organization can start a tenant action program.

### DO YOU NEED MONEY?

In most cases, no.

### HOW CAN A TENANT ACTION PROGRAM BE STARTED?

**ORGANIZE:** Other tenants in your building usually have the same complaints you have. You can get better and quicker results if you act together.

### HOW CAN YOU ORGANIZE A TENANT ACTION GROUP?

1. **ARRANGE A MEETING.** Ask each tenant in

your building to meet with you to discuss your housing problems. You can meet in your own apartment, or in the basement of your building, or on the roof, or in the yard—or at any convenient place.

2. **FORM YOUR OWN TENANT ACTION GROUP.** At the first meeting, choose a name for your tenant action group. Also circulate a sheet of paper and ask each person at the meeting to sign their full name. This can be used as your membership list.

3. **START TENANT ACTION!** On the following pages are five worksheets that have been prepared to help any group of tenants launch an attack on urban apartment house problems. Use the first part of this Handbook as a guide. And follow directions.



**TENANT ACTION WORKSHEET #1:**

**A FACT SHEET FOR TENANT ACTION GROUPS**

TENANT ACTION GROUPS should know the facts about the housing problems they want corrected. Fill out this sheet. Ask your CAP organization to mimeograph a copy for each member of your group. A list of all CAPs in the State begins on page 18. If you cannot get copies, give each member a piece of paper at your next meeting. Write the information on a blackboard. Ask members to copy it. With this information, each member becomes a worker.

CAPS taking tenant action should (1) organize a group of tenants living in the apartment house concerned, (2) complete this sheet, and (3) give each tenant in the group a copy.

NAME OF YOUR TENANT  
ACTION GROUP: \_\_\_\_\_

ADDRESS OF YOUR  
APARTMENT HOUSE: \_\_\_\_\_

YOUR LANDLORD: (Fill in 1 or 2)

1. If your apartment house is owned by one person:

HIS FULL NAME \_\_\_\_\_

HIS ADDRESS: \_\_\_\_\_

HIS TELEPHONE NUMBER: \_\_\_\_\_

2. If your apartment house is owned by a corporation:

NAME OF CORPORATION: \_\_\_\_\_

PRESIDENT OF CORPORATION  
OR PERSON IN CHARGE OF  
YOUR BUILDING: \_\_\_\_\_

HIS ADDRESS: \_\_\_\_\_

HIS TELEPHONE NUMBER: \_\_\_\_\_

HOW MANY APARTMENTS ARE RENTED IN YOUR BUILDING? \_\_\_\_\_

HOW MANY TENANTS HAVE JOINED YOUR TENANT ACTION GROUP? \_\_\_\_\_

HOW MANY TENANT ACTION MEMBERS HAVE LEASES? \_\_\_\_\_

IF YOUR TENANT ACTION GROUP MEETS REGULARLY, GIVE THE DAY, TIME AND PLACE OF  
YOUR MEETINGS: \_\_\_\_\_

HAVE ANY TENANT ACTION MEMBERS TRIED TO GET ACTION BEFORE YOUR GROUP WAS

FORMED? Check one: Yes \_\_\_\_\_ No \_\_\_\_\_ IF YES, HOW MANY? \_\_\_\_\_

## **MAKE A LIST OF ALL YOUR HOUSING PROBLEMS**

Prepare a written list of all complaints of the tenants in your building. To do this:

1. Visit each tenant in your building—even tenants that do not belong to your tenant action group.
2. Ask each tenant (1) his full name, (2) the number of people living in his apartment and (3) what housing problems he is having.
3. Use the worksheet on the next page as a sample. You may need several sheets. If you find a better form than the one given, **USE IT**.
4. After you write down all the information, ask your CAP or one of your members to type the list. If possible, have copies made for each member of your tenant action group.
5. You should list all housing complaints—even those that cannot be corrected by tenant action. The group may be able to do something about these problems in a cooperative effort.
6. A list of all housing problems that can be corrected by tenant action appears on the back cover of this Handbook. Check your list against it and mark the complaints that are legal violations.
8. Review the legal violations list with members of your tenant action group at a meeting. You do not have to know what items of the code are violated in order to register a complaint. **BUT** you **DO** have to be specific about the conditions you are complaining about.

## **HOW TO USE THE WRITTEN LIST OF HOUSING VIOLATIONS**

Give the list of legal violations to your landlord **FIRST**. Make certain that you keep a copy for your own use.

Attach a cover letter to the list. Your letter should:

1. Strongly request that your problems be corrected as soon as possible.
2. Tell your landlord that you expect an answer by a particular date( two weeks is a fair period of time).
3. End by saying that if you have not received a reply by the date specified, your group will

notify the city department that acts on tenant complaints.

It is always a good idea to **ASK** your landlord to correct the problems before you take any legal action. If he is willing to cooperate, this is the quickest and easiest way to get action. Reluctant landlords often prefer acting on tenant complaints rather than pay court fines for building violations.

If your landlord refuses to do anything about the complaints, nothing has been lost. You will get better service from helping agencies if you show that you gave your landlord a chance to correct the illegal conditions in his building.

Remember, keep a copy of your letter and your list of complaints.

## **WHAT CAN YOU DO IF YOUR LANDLORD REFUSES TO ACT?**

Your landlord may refuse to do anything about your housing problems. Or he may not answer your letter before the deadline you gave him.

If this happens, **THEN** submit your written list of complaints to your city department that enforces the building and housing code. The department may not be the same in all New Jersey cities.

## **WHEN TENANTS SHOULD NOT TAKE ACTION IF YOU DO NOT WANT TO MOVE:**

1. Some cities **FORCE** tenants to move after a City Inspector finds a violation. A City Inspector will look for **ALL** violations when he visits your building—not **ONLY** the problems you have reported. If you do not want to move, find out if this is the rule in your city **BEFORE** you report your problems to a city department or agency.

2. A landlord who is not happy about the action you are taking can ask you to move if you do not have a lease.

## **IF YOU DO NOT WANT YOUR LANDLORD TO LOSE HIS BUILDING:**

Landlords often buy a building on contract and live in one of the apartments or rooms in the building. These landlords do not make enough profit to pay for the repairs you want. Tenant action could end with your landlord losing his entire building. If you do not want this to happen, **DO NOT** report your housing problems to an official agency.

## TENANT ACTION WORKSHEET #2

### LIST YOUR HOUSING PROBLEMS

Apartment Number or Identification	Name of Tenants	No. of people living in apartment	Complaints
Example: 2A Second Floor	Mr. and Mrs. John Doe	4	1. Kitchen sink leaks. 2. Bedroom window won't open 3. Wallpaper loose in hall.

## **WHICH DEPARTMENT SHOULD YOU GO TO IN YOUR CITY?**

1. **GET A COPY OF THE BUILDING AND HOUSING CODE IN YOUR CITY.** First, read it. Then go back and underline the agencies that can help you solve housing problems in your city. If you cannot understand your housing code, ask a CAP staff worker or a lawyer to explain it to you. (See "Legal Advice" on page 15).
2. **FILL OUT THE WORKSHEET ON THE NEXT PAGE.** With your city housing code in front of you, fill in the name, address and telephone number of each city department or agency that you have underlined.
3. Try to visit or call each department or agency that you have listed. If possible, make an appointment in advance with the person in charge. Tell him what you are doing. Ask for his advice and assistance. Most people who work will not be able to do this because city offices are usually open during regular working hours. The task could be assigned to a housewife.
4. Use the space under "Comments" to tell exactly how each department or agency can help you. If you talk to a particular person, add his name and title to your worksheet.

**IMPORTANT:** If you cannot get the information you need from the people at your city department or agency AND if you think that this indicates discrimination against you or the tenants you represent . . . **REPORT YOUR EXPERIENCE TO THE NEW JERSEY DIVISION OF CIVIL RIGHTS.** (See "Discrimination in Housing" on page 15).

## **WHAT HAPPENS NEXT?**

The City will send an inspector to look at the violations you have listed.

What happens after your building is inspected depends on the housing code in your city. Some cities

will handle everything after you give them your list of complaints. Your first visit to the city department that takes care of housing violations can be your last. In other cities, you may have to go back to the city department several times. BUT in all cases, it is good to keep checking on what is happening to your complaint.

## **HOW LONG DOES IT TAKE TO GET ACTION?**

**IN SMALL CITIES** (under 100,000 population), you can expect a visit from the inspector about a week after you hand in your complaints. If you are not at home when the inspector comes, he will leave a form asking you to make an appointment with him. Return it to the inspector's office immediately.

**IN VERY SMALL CITIES** (under 25,000 population), you may be able to make an appointment with the inspector on your first visit to the city department that handles housing violations.

**IN LARGE CITIES**, it may be difficult to get immediate action on your complaints. Some cities don't have enough inspectors to handle housing complaints. You may have to wait many weeks before your visit is scheduled. If your city housing offices do not have many office workers, it may take a long time to file a complaint, to get action, or obtain information on its progress. And some cities do not have laws that force its department to act on housing complaints.

## **GET IN TOUCH WITH YOUR COMMUNITY ACTION ORGANIZATION**

Community action programs (CAPs) are local organizations that have been set up in all parts of the state to coordinate anti-poverty programs. They provide many different kinds of help and services to people who need them. Many CAPs have special people working only on housing problems. (See a complete list of CAPs in New Jersey on page 18).

**TENANT ACTION WORKSHEET #3**

**A DIRECTORY OF YOUR CITY DEPARTMENTS AND  
AGENCIES CONCERNED WITH HOUSING**

Name, Address and Telephone of City Department and Agencies	Comments
Department of Buildings (City Engineer)	
Department of Sanitation (Garbage; Streets)	
Fire Department	
Police Department	
City Housing Authority*	
City or County Welfare Department	

\*A Directory of New Jersey Public Housing Authorities begins on page 20. The agencies are listed alphabetically under the name of the city.



TENANT ACTION WORKSHEET #4

A DIRECTORY OF YOUR  
LOCAL PUBLIC AND PRIVATE HOUSING AGENCIES

Name, Address and Telephone of  
Your Local Housing Agencies

Comments

\*Community Action Program:

Housing Groups That Offer Help to Tenants:

Local Community Centers:

Church Groups:

Fair Practices and Civil Rights Organizations:

Legal Aid Office(s):

County Bar Association Referral Service:

Others:

\*A list of all Community Action Programs (CAPs) in the State begins on page 18.

## HOW CAN A CAP HELP YOU?

A CAP cannot inspect buildings for violations or make charges against a landlord. But it CAN help you in many ways. CAPs can:

1. Help you get copies of local housing and building codes. Some CAPs keep copies in the office and give them to people in the neighborhood.
2. Help you organize the other tenants in the building. CAP workers are trained to do this kind of job.
3. Help you prepare your written list of complaints and write letters to your landlord and/or city departments handling housing problems. CAP workers will use their typewriters and other office machines to make many copies of a long list of complaints for all tenants in the building.
4. Help you find the proper people at the proper public and private agencies. CAPs work with many city departments and many city employees. Their advice can save you time and effort. They can send you to the place where you will get the best service and action on your complaints.
5. Help you obtain legal advice. Some CAPs have special sections that offer free legal services to anyone who needs them. All CAPs can arrange to get good professional legal advice for groups of tenants or refer you to other organizations that will provide this service.

## GET IN TOUCH WITH YOUR LOCAL LABOR UNION

If you are a member of a labor union, speak to your business agent or community services counselor. He can help you write up your complaints and/or contact the proper agencies.

For training in the housing field, get in touch with:

**THE NEW JERSEY  
COMMUNITY ACTION  
TRAINING INSTITUTE**  
  
at 413 West State Street,  
Trenton, New Jersey

## GET IN TOUCH WITH YOUR CITY HOUSING AUTHORITY

Tell your city housing authority about your problems and the steps you have taken to correct them. A complete list of all local housing authorities in New Jersey begins on page 20.

Some housing authorities can . . .

. . . help any tenant living in a public or private apartment house. In other cities, it can ONLY help tenants in public housing.

. . . repair private buildings and correct housing violations even if your landlord is not willing to do so. In such cases, the housing authority appoints a custodian who collects the rents to pay for the repairs that are made.

## GET IN TOUCH WITH YOUR PUBLIC AND PRIVATE HOUSING AGENCIES

Find out which private agencies in your city can help you solve your housing problems. Some fair practices organizations (See "Discrimination" on page 15) can also help you. Some cities have independent housing councils or neighborhood tenant organizations that have tried to get action. Their experience can help you.

List the names, addresses and telephone numbers of the housing groups in your city on the left side of the worksheet on the following page. Try to visit or call each one. Find out if and how they can help you. Put this information on your worksheet under "Comments."

### EXAMPLE:

Jerseytown Self-Help Association  
319 Elm Avenue, 688-4512

### Comments

New organization just getting started. Mrs. John Doe is working on housing and has offered to help us. Association can write to city officials telling them about our problems.

TENANT ACTION WORKSHEET #4

A DIRECTORY OF YOUR  
LOCAL PUBLIC AND PRIVATE HOUSING AGENCIES

Name, Address and Telephone of  
Your Local Housing Agencies

Comments

\*Community Action Program:

Housing Groups That Offer Help to Tenants:

Local Community Centers:

Church Groups:

Fair Practices and Civil Rights Organizations:

Legal Aid Office(s):

County Bar Association Referral Service:

Others:

\*A list of all Community Action Programs (CAPs) in the State begins on page 18.

### **CAN THE STATE HELP?**

If your city department fails or refuses to help you, get in touch with the New Jersey Board of Tenement House Supervision, 1100 Raymond Boulevard, Newark (telephone: 201-292-2390). The Board is part of the State Department of Law and Public Safety. It can investigate housing violations and it can force a landlord to correct most illegal housing problems.

### **WHAT KIND OF COMPLAINTS DOES THE BOARD HANDLE?**

The board requires landlords to (1) keep apartments and apartment buildings clean and in good repair; and (2) meet all of the fire prevention rules. Tenants can make complaints to the Board for the following violations:

Dirty, stained, discolored or damp walls, ceilings, floors.

Leaky roofs and basements or cellars.

Broken windows, doors, stairs, stair-railings, porches, balcony railings, closets, cabinets.

Electrical wiring and fixtures out of repair.

Halls and stairways not lighted well enough.

Repairs needed on outside of building.

Do NOT make complaints to the Board until your city department refuses to take any action.

### **WHAT ACTION DOES THE BOARD TAKE?**

The Board will send an inspector to your building to check your complaints. If the inspector finds violations, the Board will require the landlord to correct them. The tenant does not have to do anything else.

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## **A DIRECTORY OF NEW JERSEY STATE AGENCIES INVOLVED IN TENANT ACTION**

#### **Name, Address, Telephone Number**

New Jersey State Bureau of Housing  
P. O. Box 1889, Trenton, 609-292-2412  
Chief: Julius J. Seaman, Jr.

New Jersey Department of Health  
John Fitch Plaza, Trenton, 609-292-5600  
Commissioner: Dr. R. P. Kandle

New Jersey Office of Economic Opportunity (OEO)  
28 West State Street, Trenton, 609-292-6020  
Director: John C. Bullitt

New Jersey Community Action Training Institute  
413 West State Street, Trenton, 609-392-4111  
Director: Barry A. Passett

New Jersey Division on Civil Rights  
1100 Raymond Boulevard, Newark, 292-4605  
also: 53 West State Street, Trenton, 292-2467  
Director: George S. Pfaus

New Jersey Bureau of Tenement House Supervision  
1100 Raymond Boulevard, Newark, 201-292-2393  
Secretary: Capt. W. L. McElroy

This Bureau supervises all public housing programs in New Jersey. It is also a clearing house for information on housing and related matters.

This Department works closely with city and county departments and boards of health throughout the state.

This is the state agency directly concerned with implementing the federal anti-poverty program. Its concerns include housing, health, education, employment and other matters.

A non-profit organization that works with local Community Action Programs on materials and courses to train workers for the programs.

These two offices receive complaints about discrimination, investigate them, and take action to enforce state laws on discrimination and civil rights.

This Bureau inspects New Jersey apartment buildings of all kinds and enforces regulations about their construction and maintenance.

## TENANT ACTION WORKSHEET #5

### PROGRESS REPORT

DON'T count on city agencies and/or private organizations doing all of the work. Their workload may not permit them to give your problem the attention it needs. Their policy may not allow them to give your group complete support. It is up to YOU to keep checking on the progress that is being made. If you don't, people will think you have lost interest in getting tenant action.

Keep a record of what you have done. This sample worksheet is one way to do it.

DATE	People, agency contacted	What action was taken or reported?
Example: June 1	City Department of Buildings Mr. Charles E. Brown, Super.	I called Mr. Brown to find out what has happened to the list of complaints that we gave him last week. He said it was approved for action. An inspector will be in touch with us next week.

It is good to record every telephone call, every visit and every letter that was sent. A complete record can help you get tenant action.





### LEGAL ADVICE

#### WHEN DOES A TENANT NEED A LAWYER?

A tenant needs a lawyer when:

1. his landlord is trying to evict him. A landlord cannot evict a tenant until he brings the case to court. There both sides will be heard. The landlord will be sure to have a lawyer represent him. The tenant should have a lawyer, too.
2. he is involved in any legal action concerning his renting or occupying an apartment. The tenant needs legal advice about any document that he receives from his landlord and does not understand. A lawyer will explain it.
3. his lease has special conditions. A lease is often hard to understand. Ask a lawyer to tell you exactly what your lease requires **BEFORE** you sign it.

#### HOW CAN YOU GET LEGAL ADVICE?

Most large cities have legal Aid Societies—organizations that can help you get legal advice and service. If there is a Legal Aid Society in your city, it will be listed in your telephone book under the name "Legal Aid Society".

Other agencies that can help tenants get legal assistance are:

Local Community Action Programs (See page 18)  
City or County Welfare Service Agencies  
Fair Practices Organizations  
City or County Bar Association—Referral Services

### DISCRIMINATION IN HOUSING

It is illegal in New Jersey for anyone to refuse to rent or lease an apartment because of a person's race, creed, color, age, national origin or ancestry.

Discrimination in housing can take many forms. It can be spotted when a landlord:

- Refuses to rent.
- Refuses to show vacant houses or apartments
- Overcharges on rent.
- Charges extra for services that are usually free.
- Asks for a rent deposit when this is not usual.
- Puts special conditions in the lease.
- Insists on a lease when no one else in the building has one.
- Asks for special references.
- Gives different services to tenants.

#### WHAT CAN YOU DO ABOUT IT?

Report any kind of discrimination that you experience as soon as possible by letter, telephone or in person to one of the New Jersey offices that enforce the law:

In Newark:

New Jersey Division of Civil Rights  
1100 Raymond Boulevard, telephone: 201-292-4605

In Trenton:

New Jersey Division of Civil Rights  
52 West State Street, telephone: 209-292-2467

These offices will investigate your complaint carefully and order a guilty party to stop any discrimination in housing. **Anyone who does not comply with this order can be fined or sent to jail or both.**

#### CAN LOCAL AGENCIES HELP?

The Division of Civil Rights is part of the New Jersey Department of Law and Public Safety. Other public and private agencies in your community that can act on discrimination in housing are:

1. Local Mayor's Commission on Human Relations. To find out if your city has such a commission, write or call the office of the Mayor in your city.
2. Community Fair Practice Organizations. These organizations have different names. They are created by a group of interested citizens who are willing to give their time and effort to fight discrimination in all forms. The names of these groups will have the words "fair practices" or "human relations" in their titles.
3. Community Action Programs. (See a complete list on Page 18)

## WHAT IS A LEASE?

A lease is a legal contract—an agreement between you and your landlord. A lease says that you agree to live in your apartment for a certain period of time—usually a year—and that you agree to pay the same amount of rent each month during that time. If you think you will move during the following year, DO NOT SIGN A LEASE.

## BEFORE YOU SIGN A LEASE . . .

1. CHECK ALL OF THE ITEMS THAT HAVE BEEN TYPED IN. Most leases are printed forms. They have blank spaces that your landlord fills in. These items usually are: (1) the length of time you agree to live in your apartment, (2) the number of people who will live in your apartment, and (3) other special rights that you and your landlord agree upon.
2. NEVER SIGN A BLANK LEASE—OR ONE THAT YOU DO NOT UNDERSTAND. If there is anything that you do not understand in your lease, ask someone with more experience or a lawyer to explain it to you. (See "Legal Advice" on page 15.)

## AFTER YOU SIGN A LEASE . . .

1. GET A COPY THAT YOU CAN KEEP. YOU WILL NOT BE ABLE TO MOVE UNTIL YOUR LEASE IS UP. There are some special times when you can break your lease and move before it ends. A lawyer can help you.
2. YOUR LANDLORD CANNOT RAISE YOUR RENT UNTIL THE END OF YOUR YEAR or until your lease runs out. No matter how many repairs your landlord makes in your apartment or your building, he cannot raise your rent until the end of your lease. IF you want to stay in your apartment AFTER it is fixed up, ask your landlord for a lease BEFORE you start tenant action.

IF YOU DO NOT HAVE A LEASE, YOUR LANDLORD CAN RAISE YOUR RENT AT ANY TIME.

## RELOCATING:

If you have to move because your building will be torn down, you can use the Relocation Services offered by your neighborhood Urban Renewal Program. They can help you:

1. Find another apartment that you can afford to rent, that is near your work, that is large enough for your family, that does not have any building violations and that does provide the services you and your family need.
2. Get a cash payment for your moving expenses.
3. Obtain your relocation allowance.
4. Get a priority if you apply for a public housing apartment.

## PUBLIC HOUSING

### WHAT IS PUBLIC HOUSING?

Many cities in New Jersey have apartments and houses with low rents for families that do not have much money. These buildings are operated by a local housing authority which is part of a city government.

### HOW MUCH RENT DO YOU PAY?

The rent for each tenant is based on the amount of money he makes during a year. The number of people in a tenant's family will decide how large his apartment may be. His rent will include all utilities—gas, heat, water, electricity and other necessary services. Generally, rents are about one-fourth of the amount of money that a family earns each year. (Example: A husband and wife earning \$3,000 a year would pay about \$62.50 per month.)

There are generally two kinds of public housing—buildings where the rents are very low, for families with very small incomes (usually less than \$5,000 a year), and buildings where the rents are not quite so low, for families with a little higher income (\$5,000 to \$7,000 a year).

### WHO IS THE LANDLORD IN PUBLIC HOUSING?

The landlord in public housing projects is the city housing authority.

### CAN TENANTS IN PUBLIC HOUSING TAKE TENANT ACTION?

Yes. Local public housing authorities must obey the same housing code as apartment houses in your city. People living in public housing can use this Handbook to take tenant action.

### HOW CAN YOU APPLY FOR AN APARTMENT IN PUBLIC HOUSING?

Anyone can apply for an apartment in public housing by writing or calling in person at the local housing authority office in your city. There is usually a waiting list for public housing apartments because the rent is low and the buildings are kept in good condition. Some cities will give a priority to families who are forced to move because their house or building is to be torn down. A complete list of all public housing authorities offices in the state begins on page 20.

## **PUBLIC HOUSING FOR OLDER PEOPLE**

It is hard for many older people to find an apartment at rents they can afford. Their needs are different. Often they live on a small retirement check. Many have physical disabilities and have difficulty in taking care of their apartment.

There are public housing programs for older people in many New Jersey cities that have been organized to help solve these problems. And many new buildings are being built with special features that will make it easier for senior citizens. Some public housing authorities reserve a certain number of apartments for older people.

The list of Housing Authorities on page 20 shows which have apartments for older people in public housing buildings. Anyone 62 years or older, married or single, can apply for these apartments. Most of them offer low-rent apartments as well as apartments for middle income families.

Information about Public Housing for senior citizens can be obtained by writing to one of the following agencies:

New Jersey Bureau of Housing  
PO Box 1889, Trenton, New Jersey 08625  
Telephone: 609-292-2412

and

New Jersey Division of Aging  
PO Box 1540, Trenton, New Jersey 08625  
Telephone: 609-292-3765

## **TENANTS IN RURAL AREAS:**

Tenants who live in small towns or rural areas should go to their local Community Action Program. See the CAP list on page 18 to find the CAP serving your area.

The Farmers Home Administration of the United States Department of Agriculture will help farm workers build or repair low-cost houses. For more information, call or write:

Farmer's Home Administration  
402 East State Street  
Trenton, New Jersey, 609-599-3511

## **MIGRANT FARM WORKERS:**

Two state agencies offer help to migrant farm workers.

New Jersey Bureau of Migrant Labor  
John Fitch Plaza, P. O. Box V  
Trenton, New Jersey 08625, 609-292-2341

The Migrant Opportunity Program  
Room 1017, Trenton Trust Building  
28 West State Street  
Trenton, New Jersey, 609-292-6090

The Bureau of Migrant Labor is part of the N.J. Department of Labor and Industry. Their inspectors visit migrant worker camps and the farms that employ migrant workers in all parts of New Jersey. They make certain that State regulations concerning employment, housing and other conditions are being met.

The Migrant Opportunity Program is part of the New Jersey Office of Economic Opportunity. It brings the anti-poverty programs sponsored by the State office to migrant farm and seasonal workers in all parts of the State.

Rural Community Action Programs offer tenants help with housing problems. However, there are many different kinds of groups that offer assistance in this area. Among them:

### **1. Church Groups**

Example: The Migrant Ministry with headquarters in Vineland.  
American Friends Service Committee in Bridgeton.

### **2. Fair Practices Organizations**

Example: The Southern New Jersey Chapter of the National Association for the Advancement of Colored People, Mizpah, New Jersey.

### **3. Regional and County Welfare Services**

Example: Welfare Services in the Raritan region.

### **4. Independent Housing Groups**

Example: Cranbury Housing Associates, Cranbury, N. J.

### **5. Programs of local and regional Department of Health**

Example: In some rural areas tenants can get action on unsanitary conditions in housing through the County Health Departments.



# A LIST OF NEW JERSEY COMMUNITY ACTION ORGANIZATIONS

## ATLANTIC & CAPE MAY COUNTIES

Atlantic Human Resources, Inc.  
427 Atlantic Avenue  
Atlantic City, 609—348-4131  
Rabbi Aaron N. H. Krauss  
President, 609—345-3282  
Paul G. Tuerff, Director

## BERGEN COUNTY

Department of Economic Opportunity  
29 Linden Street  
Hackensack, 201—488-4200  
Robert M. Belmonte  
Acting Director

## BURLINGTON COUNTY

Community Action Program, Inc.  
High & Grant Streets  
Mount Holly, 609—267-0180  
Willie James, President  
609—877-1763  
Ronald E. Ossmann  
Executive Director

## CAMDEN COUNTY

Council on Economic Opportunity  
301 Cooper Street  
Camden, 609—963-7065  
Benjamin Foster  
Temporary Chairman

## CITY OF CAMDEN

Council on Economic Opportunity  
320 Haddon Avenue  
Camden, 609—964-8740  
Thomas C. Gramigna, Chairman  
Executive Committee

## ESSEX COUNTY

Youth & Rehabilitation Commission  
39 Branford Place  
Newark, 201—622-2970  
Martin Lordi, Director & Chairman  
Paul S. Falcone, Program Director

## MONTCLAIR

Council for Community Action  
Municipal Building  
647 Bloomfield Avenue  
Montclair, 201—744-1400  
Theodore McLachlan, Chairman  
Patsy J. Caggiano, Vice Chairman  
62 Grove St., Montclair  
201—746-3565

## NEWARK

United Community Corp.  
124 Branford Place  
Newark, 201—623-7313  
C. Willard Heckel, President  
Cyril D. Tyson, Executive Director

## ORANGE

Opportunity Corporation  
369 Main Street  
Orange, 201—676-3827  
Vincent DeRosa, Chairman

## HUDSON COUNTY

### BAYONNE

Economic Opportunity Corporation  
41 East 25th Street  
Bayonne, 201—339-8700  
Robert Jones, Chairman  
80 West 44th St., Bayonne  
201—437-3519

### HOBOKEN

Organization Against Poverty & Economic Stress  
(HOPEs, Inc.), Hoboken Health Center  
916 Garden Street  
Hoboken, 201—792-3000, Ext. 108  
Thomas McFeely, Chairman  
Raymond G. Clyons, Director

## JERSEY CITY

Community & Neighborhood Development Organization  
(CAN-DO)  
116 Jackson Avenue  
Jersey City, 201—433-1707  
Leonard Casner, Chairman  
201—333-1221  
Earl Byrd, Executive Director

## MERCER COUNTY

Community Action Council  
209 South Broad Street  
Mercer County Court House  
Trenton, 609—599-3863 and 609—392-3481, Ext. 16  
Freeholder Arthur R. Sypek, Chairman  
Wilson J. Coan, Director

## TRENTON

United Progress, Inc.  
143 East State Street  
Trenton, 609—392-2161  
Dr. Paul T. Williams, President  
Gregory R. Farrell, Executive Director

## COMMUNITY ACTION ORGANIZATIONS

### MIDDLESEX COUNTY

Economic Opportunities Corporation  
1 John F. Kennedy Square  
County Records Building  
New Brunswick, 201—846-6600  
Rev. Ronald Vander Schaaf, Chairman  
Milton Zatinsky, Executive Director

### MONMOUTH COUNTY

Community Action Program, Inc.  
616 Mattison Avenue  
Asbury Park, 201—775-7000  
Joseph C. Irwin, Chairman  
Joseph Taylor, Director

### MORRIS COUNTY

Economic Opportunity Council  
County Court House  
Morristown, New Jersey 201—539-4300  
Leslie Rear, Chairman

### MORRISTOWN

Community Action Committee  
City Hall  
Morristown, N. J., 201—539-4222  
The Hon. E. Marco Stirone, Mayor  
William R. Mullen, Chairman

### NORTHWEST NEW JERSEY

Community Action Program, Inc.  
Municipal Building  
Phillipsburg, 201-GL 4-7000  
Kenneth Peterson, Chairman  
J. (Jack) H. Chapman, Executive Director  
(Represents Hunterdon, Sussex and Warren Counties)

### OCEAN COUNTY

O.C.E.A.N., INC. (Ocean Community Economic Action,  
Now, Inc.)  
38 Main Street  
Toms River, 201—244-5333-4  
Rabbi Stanley Yedwab, Chairman  
201—363-4011 or 201—363-2800  
Lt. Col. Robert L. Tarver (Ret.)  
Executive Director

### PASSAIC COUNTY

Community Action Council  
Wayne Administration Building  
Wayne, 201—694-1800  
Oscar Acquino, Temporary Chairman

### PASSAIC (city)

Mayor's Anti-Poverty Action Board  
55 Paulison Avenue  
Passaic, 201—472-9600  
The Honorable Paul DeMuro, Mayor  
Mrs. O'Dessa J. Shipley, Executive Director

### PATERSON

Task Force for Community Action, Inc.  
367 Broadway  
Paterson, 201—271-7400  
Rev. John David Erickson, President  
Kenneth E. Marshall, Executive Director

### SOMERSET COUNTY

Community Action Program  
25 West Bridge St., Somerville  
Paul G. Fleischer, President  
201—722-1743

### SOUTHWEST REGIONAL

Economic Opportunity Corporation  
40 Municipal Airport  
Millville, 609—825-8400  
Rev. Robert Shafer, President  
609—881-2959

(Represents Cumberland, Gloucester, and Salem Counties)

### UNION COUNTY

Anti-Poverty Council  
Union County Court House  
Broad Street & Rahway Avenue  
Elizabeth  
Dr. Myra Smith-Kearse (Home)  
Temporary Chairman  
375 Tower St., Vauxhall  
201—686-0870

### ELIZABETH

Community Action for Economic Opportunity, Inc.  
272 North Broad St.  
Elizabeth, 201—351-9151  
Robert E. Goldsby, Chairman  
201—354-8000  
Thomas E. Highsmith, Jr., Executive Director

### PLAINFIELD

Community Action, Inc.  
City Hall, Plainfield  
201—757-8800  
The Honorable Libby E. Sachar, Chairman  
Ralph Zinn, Director



## A LIST OF NEW JERSEY PUBLIC HOUSING AUTHORITIES

Agencies are listed alphabetically under the name  
of the city. The proper name appears in parenthesis ( ).

### Name, Address, Telephone and Name of Director

- |   |  |
|---|--|
| <p>*ASBURY PARK (Housing Authority)<br/>1004 Comstock St.; 201-774-2660<br/>John C. Lumley</p> <p>*ATLANTIC CITY (Housing Authority)<br/>2311 Fairmount Avenue; 609-344-3186<br/>Mrs. Pauline Hill</p> <p>*BAYONNE (Housing Authority)<br/>41 East 25th Street; 201-339-8700<br/>Thomas Zito</p> <p>*BELMAR (Housing Authority)<br/>P. O. Box 90; 201-681-1787<br/>Donald E. Haight</p> <p>BERKELEY HEIGHTS (Redevelopment Agency)<br/>308 Springfield Avenue; 201-464-0030<br/>Daniel F. Haas</p> <p>BEVERLY (Housing Authority)<br/>Beverly, N. J.; 609-387-0250<br/>Charles H. Sedgley</p> <p>*BOONTON (Housing Authority)<br/>P.O. Box 57, 125 Chestnut Street 201-335-0846<br/>Walter A. Peterson</p> <p>BORDENTOWN (Redevelopment Agency)<br/>324 Farnsworth Avenue 609-298-0073<br/>Robert J. Kennedy</p> <p>BRICK (Township) (Housing Authority)<br/>P.O. Box 638; Breton Woods, N. J.<br/>201-892-6900</p> <p>*BRIDGETON (Housing Authority)<br/>19 Maple Drive; 609-451-4454<br/>William E. Bowen</p> <p>BRIDGETON (Redevelopment Agency)<br/>64 South Laurel Street; 609-451-4442<br/>Dominic Sungenis</p> <p>BURLINGTON (Housing Authority)<br/>No. 1 Col. Edward B. Stone Villa<br/>John T. Servers 609-386-0246</p> <p>*CAMDEN (Housing Authority)<br/>City Hall, 9th Floor 609-964-1952<br/>Raymond J. Osborn</p> <p>*CAPE MAY (Housing Authority)<br/>212 Ocean Street; 609-884-8411<br/>Louis W. Cox</p> <p>*CARTERET (Housing Authority)<br/>Edward J. Dolan Homes, Bergen Street<br/>201-541-2959<br/>John J. Sudia</p> <p>CARTERET (Redevelopment Agency)<br/>72 Roosevelt Avenue; 201-541-7274<br/>Walter Schaffhauser</p> <p>*EAST ORANGE (Housing Authority)<br/>City Hall; 201-678-0250<br/>George R. Genung, Jr.</p> <p>*EDISON (Housing Authority)<br/>Julius C. Engel Gardens, Willard Dunham Dr.<br/>Metuchen, New Jersey; 201-549-3301</p> | <p>ELIZABETH (Housing Authority)<br/>688 Maple Avenue; 201-354-5775</p> <p>ELIZABETH (Redevelopment Agency)<br/>City Hall; 201-354-252<br/>John H. Graichen</p> <p>*ENGLEWOOD (Housing Authority)<br/>9 West Street; 201-567-1066<br/>George E. Menditto</p> <p>FAIRVIEW (Redevelopment Agency)<br/>59 Anderson Avenue; 201-941-1352<br/>Executive Director Nicholas V. Introcaso</p> <p>FLORENCE (Housing Authority)<br/>3rd and Eyre Streets; 609-499-0575<br/>Mrs. Mary Kaz</p> <p>*FRANKLIN (Housing Authority)<br/>1 Parkside Street, Franklin Township<br/>Somerset, New Jersey; 201-545-9430<br/>Leonard Hammond</p> <p>*GARFIELD (Housing Authority)<br/>71 Golden Age Court; 201-772-8580<br/>Harry Pelio</p> <p>*GLASSBORO (Housing Authority)<br/>High and Main Streets 609-881-5211<br/>Elizabeth H. Neibyl</p> <p>*GUTTENBERG (Housing Authority)<br/>6900 Broadway; 201-865-5050</p> <p>*HACKENSACK (Housing Authority)<br/>170 Sussex Street; 201-342-4280</p> <p>*HADDON (Housing Authority)<br/>P.O. Westmont 609-854-2727</p> <p>HARRISON (Housing Authority)<br/>Harrison and Schuyler Avenues; 201-483-1488<br/>William H. Hildinger</p> <p>*HIGHLAND PARK (Housing Authority)<br/>221 South Sixth Avenue; 201-246-1343<br/>Mrs. Cecilia Hext</p> <p>HIGHLANDS (Housing Authority)<br/>125 Waterwitch Avenue; 201-872-1002<br/>Clara M. Dempsey</p> <p>*HIGHTSTOWN (HOUSING Authority)<br/>215 Academy Street; 609-448-2268<br/>Bruce H. French</p> <p>*HOBOKEN (Housing Authority)<br/>400 Harrison Street; 201-798-0379<br/>Mr. M. Edward DeFazio</p> <p>*IRVINGTON (Housing Authority)<br/>101 Union Avenue; 201-375-2121<br/>Paul Beyer</p> <p>*JERSEY CITY (Housing Authority)<br/>514 Newark Avenue 201-653-6400<br/>Joseph E. Connelly</p> <p>JERSEY CITY (Redevelopment Agency)<br/>611 Summit Avenue; 201-656-0517<br/>Charles C. Nathanson</p> <p>*Housing Authorities that have housing for older people.</p> |
|---|--|

## Name, Address, Telephone and Name of Director

- KEANSBURG (Housing Authority)  
868 Carr Avenue, P. O. Box 215; 201-787-6151  
Charles R. Law
- LAKEWOOD (Housing Authority)  
488 Cedar Bridge Avenue; 201-864-1800  
Howard Goldberg
- LINDEN (Housing Authority)  
City Hall, Wood Avenue; 201-486-8800
- LODI (Housing Authority)  
De Vries Park, Administration Building  
201-779-8000  
Andrew Nuccitelli
- LODI (Redevelopment Agency)  
Lodi, N. J.; 201-777-2876  
Joseph LaPorta
- LONG BRANCH (Housing Authority)  
Administration Building, Garfield Court  
P.O. Box 836; 201-222-3747  
John E. Schulz
- MEADOWLANDS (Regional Development Agency)  
611 Summit Avenue, Jersey City, N. J.  
201-656-0517  
Charles C. Nathanson
- METUCHEN (Redevelopment Agency)  
407 Main Street; 201-548-5400  
Thomas H. McKeown
- MILLVILLE (Housing Authority)  
136 E. Main Street; 609-825-8860  
Frank C. Cossaboon
- MONTCLAIR (Redevelopment Agency)  
Montclair, N. J.; 201-744 0  
Robert F. Edwards
- MORRISTOWN (Housing Authority)  
45 Clyde Potts Drive; 201-538-6343  
John Wawerczak
- NEPTUNE (Housing Authority)  
30 Ridge Avenue; 201-774-7692  
T. Hadford Catley
- NEWARK (Housing Authority)  
57 Sussex Avenue; 201-622-1080  
Louis Danzig
- NEW BRUNSWICK (Housing Authority)  
176 Memorial Parkway; 201-246-1200  
Joseph A. McHenry
- NORTH BERGEN (Housing Authority)  
5828 Meadow View Village; 201-867-3519  
Gerald M. Murphy
- OCEAN CITY (Housing Authority)  
Ocean City, N. J.; 609-399-1062  
Scott L. Willis
- OCEAN CITY (Redevelopment Agency)  
111 E. Eighth Street; 609-399-1062  
Scott L. Willis
- ORANGE (Housing Authority)  
325 Mechanic Street; 201-674-5935  
A. Theo Kulaziski
- PASSAIC (Housing Authority)  
23 Aspen Place; 201-473-4900  
Edward Raab
- PASSIAC (Redevelopment Agency)  
16 Broadway; 201-473-4415  
Louis Strassler
- PATERSON (Housing Authority)  
29 Harris Place  
Romeo T. DeVita
- PENNSAUKEN (Redevelopment Agency)  
Municipal Building

## Name, Address, Telephone and Name of Director

- PERTH AMBOY (Housing Authority)  
881 Amboy Avenue; 201-826-3114  
Stephen P. Mihalko
- PHILLIPSBURG (Housing Authority)  
502 Heckman Street; 201-454-0122  
Jacinto F. Gammino
- PLAINFIELD (Housing Authority)  
543 W. Third Street; 201-757-7722  
Clifford A. Young
- PLEASANTVILLE (Housing Authority)  
116 North Main Street; 609-646-2408
- PLEASANTVILLE (Redevelopment Agency)  
116 North Main Street; 609-646-2403
- PRINCETON (Housing Authority)  
50 Clay Street; 609-924-8448  
Mrs. E. Karin Slaby
- RAHWAY (Housing Authority)  
498 Capobianco Plaza; 201-328-3546  
Kenneth C. Freeman
- RAHWAY (Redevelopment Agency)  
45 East Ermerson Avenue; 201-388-4966  
Raymond F. Handerhan
- RED BANK (Housing Authority)  
Montgomery Terrace; 201-741-1808  
Mrs. Margaret W. Pries
- SALEM (Housing Authority)  
107 West Broadway, P.O. Box 23; 609-985-5022  
Henry D. Young
- SCOTCH PLAINS (Redevelopment Agency)  
Scotch Plains, N. J.; 201-822-8444  
Walter H. Jones
- SEA ISLE CITY (Redevelopment Agency)  
P.O. Box 164; 609-262-8802  
Harry Tracy
- SOMERVILLE (Redevelopment Agency)  
52 Main Street; 201-722-6038
- SOUTH AMBOY (Housing Authority)  
170 John Street; 201-721-1831  
Woodrow M. McCarthy
- SOUTH PLAINFIELD (Redevelopment Agency)  
South Plainfield, N. J.; 201-754-9000  
Ernest J. Lavissiere
- STANHOPE (Redevelopment Agency)  
Stanhope, N. J.; 201-347-3100  
Franklin H. Branin
- TRENTON (Housing Authority)  
825 New Willow St.; P.O. Box 795; 609-394-5114  
Joseph S. Tysowski
- UNION CITY (Housing Authority)  
3911 Hudson Boulevard; 201-864-1515
- VINELAND (Housing Authority)  
12 N. Sixth St.; 609-691-4099  
Narchie Rigo
- VINELAND (Redevelopment Agency)  
12 North Sixth Street; 609-692-2353  
J. R. Waugh, Jr.
- WEST NEW YORK (Housing Authority)  
6100 Adams Street; 201-867-4700  
Charles V. Dobbins
- WEST ORANGE (Redevelopment Agency)  
49 Mt. Pleasant Avenue; 201-736-0224  
Richard A. Jacobs
- WILDWOOD (Redevelopment Agency)  
Wildwood, N. J.; 609-522-2444
- WOODBIDGE (Housing Authority)  
406 Amboy Avenue; 201-634-2750  
Eugene R. Finn
- Housing Authorities that have housing for older people.

## **APARTMENT HOUSE PROBLEMS THAT CAN BE CORRECTED BY TENANT ACTION**

**APPLIANCES**—stoves, refrigerators not working or in bad condition.

**BASEMENTS**—flooded or littered with garbage or trash.

**BATHROOMS**—not enough in building, plumbing broken, leaking or out-of-order; floor that is not waterproof.

**BOILERS**—broken, leaking, not providing enough heat or hot water.

**BUGS—INSECTS**

**CEILINGS**—cracked, falling plaster, leaks.

**DISCRIMINATION**—refusing to rent because of race, color, creed, national origin, ancestry or age.

**DISTURBANCE**—noise, nuisance, continuous annoyances.

**DOORS**—broken, cannot be locked.

**DRAINAGE**—stopped-up, clogged.

**ELECTRICITY**—no electricity, poor wiring, not enough outlets.

**EVICTON**—forced to move.

**FIRE HAZARDS**—poor wiring, overloaded outlets, oily rags in basement, gas or oil leaks, unattended burning of leaves or trash, not enough fire escapes; not enough sprinklers in fireproof buildings.

**FLOORS**—holes; missing, broken or badly cracked boards.

**GARBAGE**—not enough containers with lids, not enough collections.

**HALLWAYS**—trash in halls, not enough light, need painting or cleaning.

**HEAT**—not enough or no heat.

**HOT WATER**—not enough or no hot water; water not hot enough.

**KITCHEN**—appliances not working, gas leaks, bad plumbing.

**LIGHT**—not enough or no lights in building, not enough electric outlets.

**MAIL**—broken or no mail box, not getting the mail that is delivered.

**NOISE & NUISANCE**—in building or in neighborhood.

**ODORS & FUMES**—gas leaks, bad plumbing or sewage inside or outside of building.

**OWNERSHIP OF BUILDING**—no record of who owns your building.

**PAINT**—needed in the halls, on stairs, in your apartment; outside of building.

**PLASTER**—cracked, loose or falling.

**PLUMBING**—not enough in bathroom or kitchen; out-of-order.

**RELOCATION OR URBAN RENEWAL**—forced to move because your building will be torn down.

**RATS—RATHOLES—MICE**

**ROOF**—holes, leaks, falling shingles, flooded.

**RUBBISH**—collected inside and/or outside of building.

**SCREENS**—none or not enough provided for every window in your apartment.

**SERVICES**—cleaning or painting needed in halls, not enough garbage collections, broken or littered sidewalks.

**SEWAGE**—leaks, overflowed inside or outside of building.

**SMOKE**—from heaters, incinerators or bad wiring inside or outside of building.

**STAIRS**—broken or cracked steps or rails, not enough light.

**TOILETS**—broken, leaking, out-of-order or not enough in building.

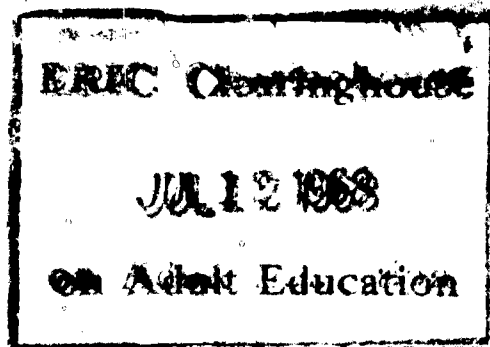
**VACANT LOTS**—lots of trash or garbage, standing water, dangerous holes.

**WALLPAPER**—dirty, torn.

**WALLS**—cracked, broken, dirty.

**WATER**—not enough or no water, low pressure, bad taste, smell or color.

**WINDOWS**—broken, cracked, stuck, without screens.



If you have questions or want more information, write to:  
Barry A. Passett, Director, New Jersey Community Action Training Institute  
413 West State Street, Trenton, New Jersey 08618